



Sean Rogan
Executive Director

**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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Commissioners

May 01, 2012

The Honorable Board of Commissioners
Community Development Commission
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**AUTHORITY TO AWARD A CONTRACT TO SUPPLY AND INSTALL MODULAR FURNITURE AT
THE NEW COMMUNITY DEVELOPMENT COMMISSION AND HOUSING AUTHORITY
ADMINISTRATIVE OFFICE IN THE CITY OF ALHAMBRA
(ALL DISTRICTS) (3 VOTE)**

SUBJECT

This letter requests authority to award a contract to the highest ranked proposer to supply and install remanufactured Steelcase 9000 Series modular furniture. The furniture will be installed at the Community Development Commission (Commission) and Housing Authority's new administrative office at 700 West Main Street in Alhambra, which is currently under construction. In addition, the modular furniture contractor will be required to dismantle, remove and provide a credit for existing Steelcase 9000 Series modular furniture currently located at the Commission and Housing Authority's three existing office building locations.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the project and adopt the specifications that are on file with the Community Development Commission for supply and installation of remanufactured Steelcase 9000 Series modular furniture, at an estimated contract cost between \$600,000 and \$1,000,000.
2. Authorize the Executive Director or his designee to award, execute, amend, and if necessary, terminate a contract and all related documents with the contractor with the highest ranked proposal within the estimated cost range.
3. Authorize the Executive Director or his designee to approve contract change orders not to exceed 10 percent of the contract amount for unforeseen project costs.

4. Find that the approval of the project and the award of the contract are exempt from the provisions of the California Environmental Quality Act (CEQA), as described herein, because the activities will not have the potential for causing a significant effect on the environment.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to award a contract for the supply and installation of remanufactured Steelcase 9000 Series modular furniture for the Commission and Housing Authority's new administrative office at 700 West Main Street in Alhambra. In addition, the modular furniture contractor will be required to dismantle, remove and provide a credit for existing Steelcase 9000 Series modular furniture currently located at the Commission and Housing Authority's three existing office building locations: 2 Coral Circle in Monterey Park, 4800 Cesar Chavez Avenue in unincorporated East Los Angeles, and 12131 Telegraph Road in Santa Fe Springs.

Construction of the new building at 700 West Main Street in Alhambra is expected to be completed in September 2012. However, the Commission's current lease at 2 Coral Circle in Monterey Park will expire on May 26, 2012. The Commission has been unable to reach agreement with its current landlord for an extension of the current lease with reasonable terms. A related Board letter on today's agenda requests your Board's approval of a Sublease at 1000 South Fremont Avenue in Alhambra, which will provide temporary office space for Commission staff until they can relocate permanently to the new building.

Due to the accelerated schedule for vacating the Monterey Park office, an expedited contracting process is required to secure a contractor to dismantle and remove the existing modular furniture. Authorizing the Executive Director or his designee to award the contract to the highest ranked proposer will allow the Commission to have a contract in place weeks sooner than if we were to seek your Board's approval after the conclusion of the procurement process. The Executive Director will provide a memorandum to your Board upon award of the contract, with the name of the selected contractor and the final contract amount.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. The estimated contract cost is in the range of \$600,000 to \$1,000,000. Agency administrative funds are included for various relocation expenses in the Commission and Housing Authority's approved Fiscal Year 2011-2012 budgets, and will be included in the Commission and Housing Authority's proposed Fiscal Year 2012-2013 budgets.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract is being federally funded, and the selected contractor will not be subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, the selected contractor will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

A sample of the Commission's standard contract, approved as to form by County Counsel, was attached to the Request for Proposals (RFP). In submitting a proposal, each proposer must agree

that, if awarded a contract, it would execute the Commission's standard contract. Any deviation from the standard contract would require separate approval by your Board.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves activities that will not have a physical impact or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to State CEQA Guideline 15301 because it involves no expansion of an existing use and does not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On March 30, 2012, the Commission released a solicitation to identify a modular furniture contractor. The RFP Notice was made available on the County WebVen and Commission websites, 99 companies from the Commission's Vendor List were notified electronically that the RFP was available, and 23 companies have downloaded the solicitation package. Nine companies attended the mandatory Pre-Proposal Meeting and Job Walk on April 5, 2012. Proposals were due on April 19, 2012, and were being reviewed by Commission staff at the time of this Board letter's filing.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of the contract will provide modular furniture for use by Commission staff in the administration of Commission and Housing Authority programs at the new Alhambra office.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Sean Rogan", followed by a horizontal line.

SEAN ROGAN

Executive Director

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